



Maryland Department of Budget & Management

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Office of Personnel Services and Benefits

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Governor

MICHAEL S. STEELE
Lieutenant Governor

JAMES C. DIPAULA
Secretary

MEMORANDUM

December 10, 2003

TO: Personnel Directors in the State Personnel Management System

FROM: Andrea M. Fulton, Executive Director

RE: **Personal Leave Usage in Calendar Year 2004 and
Unused Personal and Annual Leave from Calendar Year 2003**

With the end of calendar year 2003 quickly approaching, please remind your employees of the following provisions of Title 9 of the State Personnel and Pensions Article:

§9-401. Personal leave authorized.

- (a) *Entitlement* - (1)...each employee in the State Personnel Management System, except a temporary employee, is entitled to 6 days, not to exceed 48 hours, of personnel leave with pay **at the beginning of the first full pay period of the calendar year...**(Emphasis added)

In calendar year 2004, the first full pay period commences on Wednesday, January 7, 2004. Consequently, employees may not begin to use their allotment of personal leave for calendar year 2004 until January 7, 2004. Employees are permitted to use any personal leave remaining from calendar year 2003 through January 6, 2004.

§9-304. Unused annual leave — Accumulation.

- (a) *Accumulation authorized; forfeiture.*
- (2) Any accumulated and unused annual leave in excess of 50 days or 400 hours shall be forfeited **at the beginning of the first full pay period of the next calendar year.** (Emphasis added)

Since the first full pay period of calendar year 2004 begins on Wednesday, January 7, 2004, employees with unused annual leave in excess of 50 days or 400 hours are required to use the excess leave by the close of business on January 6, 2004. All unused annual leave in excess of 50 days or 400 hours that exists as of January 7, 2004, **including annual leave earned from January 1 through January 6, 2004**, shall be forfeited.

With regard to part-time employees, the amount of annual leave that can be carried forward is predicated on the percentage of employment. For example, a 50% part-time employee may only carry over 25 days or 200 hours of unused annual leave from one calendar year to the next.

Should you have any questions about this memorandum, please contact Mr. Frederick Ramsey, Director of the Employee Relations Division at 410-767-1012.